

Division Academic Affairs

Date February 2015

Purpose This policy addresses faculty separation from UAH as a result of resignation, termination, dismissal, and death. This policy does not include faculty who have retired or transferred to Emeritus Status.

Policy This policy establishes the process and procedures for the handling of contracts and grants, visiting office and laboratory space for faculty who have separated from the university. This policy does not include the procedures for termination or dismissal.

- Procedures
1. In the case of resignation, the faculty member is required to write an official, signed letter addressed to the Department Chair, stating the date of planned resignation. Normally, this letter should be received by the Department Chair at least 30 calendar days prior to the planned date of resignation.
 2. Department Chair writes an official letter of acceptance. At the minimum, this letter includes a statement "I accept your resignation effective xx/xx/xxxx." This statement may be handwritten on the Department Chair, the faculty member, signed at the College. The Dean writes a similar letter of acceptance.
 3. All original letters of resignation and their acceptance are retained by the Dean's office.
 4. Copies of the signed letter of acceptance are kept by the Department, Deans, and Center Directors where there are

formal notice of date of death, the Human Resources process of formal separation must be initiated.

Contracts, Grants, and Data

1. In the case of expired contracts and grants in which the faculty member is listed as the principal investigator (PI,

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